

**Indiana SPF SIG Training/Outreach Workgroup Meeting**  
**IGCS DMHA DAC conference room**  
**November 14, 2006**

**Attending:** Dave Bozell, Mary Lay, Marcia French, Martha Payne, Jessica Parks, John Viernes, Lisa Hutcheson

Marcia called the meeting to order and asked for an approval of the minutes – Lisa made a motion to accept the minutes as corrected (misspelling of her last name) and Jessica seconded.

Marcia has heard back from CSAP and they did receive the grant application and materials we sent but no one has reviewed them yet. Indiana may have a new project officer based on the conversation Marcia had with CSAP so nothing has been reviewed. In light of this, the timelines and training time frames have to be changed.

**Tasks and Timelines** - Marcia passed out several pieces of information pertaining to the tasks and timeline. Please review document for your responsibilities (Marcia will make changes and email updated document). Some additions to the task list include:

- Under ***Disseminate information for Project*** “identify other mechanisms of communicating SPF information to the general population” – add FSSA communications department (Marc Sirkin and Dennis Rosebrough – Marcia will contact)
- “identify target groups for outreach efforts” – add Indiana Collegiate Action Network (ICAN) – Lisa will be responsible
  - also add Dave B. to assist Mary with DMHA networks
- “identify particular information to communicate about SPF” – add John Viernes to identify funding cycle and goals/objectives/processes
- under Training “readiness assessment for organization” – it was established that IPRC will be able to provide readiness assessment services for communities (they will be one of the organizations listed as an option)
- TOT (training of the trainer) participant slots (currently requested): ICJI – 19, SPF – 4, IPRC – 10

**Deleted:** Mark Sirken

**Deleted:** Rosenborough

Marcia asked for feedback on the “website criteria” and “website function” sheets – please email her ASAP. She has developed an RFP and solicitation letter for review and is waiting on input from the DOA as to which one they will approve.

**Logo** – Martha presented a logo concept – it must include the FSSA logo. Mary was concerned that the logo as presented would not be easy to use as footer in a power point since it would have to be reduced drastically. Martha will rework the logo to create one for a header or cover page that will be large and include FSSA and one to be used for a footer that will be smaller and not include the FSSA logo. Both will be available in black and white and color for download for grant recipients.

**Training** – Mary reported that the “SPF 101” power point is almost completed, pending the final logo and the feedback from CSAP on the proposal. The December TOT training for “SPF 101” will be postponed until at least January (assuming we have approval from CSAP by then to move forward). Mary will email the power point for review by the workgroup.

IPRC may ask that CO come and do training on how to score the community assessments. John confirmed that IPRC can provide community assessment evaluation for communities receiving SPF dollars (Dave or Mary will draft a letter for John’s signature to Ruth Gassman regarding IPRC being allowed to charge for community assessment services).

John suggested that “SIG 1” be reviewed to see where planning needs to begin (what we said we would do in the first SIG) and how local comprehensive plans can mesh with “SIG 2” requirements. Mary indicated that community consultants can do the “SPF 101” training and could add a component to the end on how to infuse the comprehensive community plans into the SPF SIG.

**Grant Review Committee** – there will be a committee to review all SIG applications. John reported that anyone who reviews the SIG grant applications must be a state employee. Contractors can also review the grants but can’t outnumber the state employees (typically there are 5 individuals on a grant review committee). Possible state employees and contractors for this committee include ICJI, DMHA, ITPC, DOE and Urban Policy staff. Marcia will begin to look at persons to potentially serve on this committee.

One question – do university employees count as state employees? The salaries and job postings are listed in the same way. Marcia will ask DOA for clarification.

Additional business –

- John has ordered 300 copies of the EPI report and those will be available hopefully by the end of this week.
- Marcia will email the updated task and timeline list
- Marcia will brief Paula with a report before the next meeting
- The SEOW meets on F – John suggested that Dr. Wright needs to speak about the rationale for choosing the areas of priority and how they were chosen based on data. There may be members of the SEOW and the GAC that are still not completely clear on the process and it is important to ensure that everyone understands, thought they all may not agree, before we communicate these to the public.

The next meeting will be November 21 beginning at 8:30 in the IGCS DMHA conference room (3<sup>rd</sup> floor).

Respectfully submitted,  
Lisa Hutcheson

